

**PERLEMBAGAAN BAGI
PERTUBUHAN INDUK
PERSATUAN SURGERI PEDIATRIK MALAYSIA (MALAYSIAN ASSOCIATION OF
PAEDIATRIC SURGERY)**

(PPM-015-14-02062011)

PERATURAN 1 1. NAME

The Society shall be known as the

Persatuan Surgeri Pediatrik Malaysia
(MALAYSIAN ASSOCIATION OF PAEDIATRIC SURGERY)

Hereinafter referred as The Society.

PERATURAN 2 2. PLACE OF BUSINESS

Its registered place of business shall be Jabatan Pembedahan Kanak-Kanak, Hospital Tunku Azizah, Jalan Raja Muda Abdul Aziz, Kampung Baru, 50300 Kuala Lumpur, Malaysia or at such other place as may from time to time be decided by the Committee. The registered place of business of the Society shall not be changed without the prior approval of the Registrar of Societies.

PERATURAN 3 3. FLAGS, SYMBOLS, BADGES OR OTHER INSIGNIA.

Logo meaning:

1. The character in the center symbolizes the core of our job which is to care for all children with surgical problems.
2. Malaysian map represents the region of our services.
3. Red exemplifies courage and leadership, as a frontier that lead our society to improve and excel in this field.
4. Blue symbolizes faith, wisdom and health. We strive to improve the health of our patients, using the wisdom we acquire from our predecessors.
5. Grey represents neutrality and balance. We aim to achieve equality for all patients who come to us and provide the wellness for all.

PERATURAN 4 4. AIMS AND OBJECTIVES:

Aims and objectives of the society are as follows:

- i. To represent surgeons involved in the surgery of children and other health personnel involved in the surgical care of children.

- ii. To promote high quality and standards of care of surgical patients by the formation of bodies and committee which will make the appropriate recommendations with regards to the standards of care and training of surgeons and other health personnel involved in the care of surgical patients.
- iii. To provide continuing education of all healthcare personnel involved in the surgical care of children through organising scientific meetings and other relevant continuing professional development activities.
- iv. To establish linkages with other related organisations internationally.

PERATURAN 5 5. MEMBERSHIP

(1) Membership is open to all academic and health personnel involved in paediatric surgery in Malaysia.

- i. Ordinary membership is open to surgeons who hold a valid certificate in specialist training in any speciality or subspeciality of surgery involved entirely or mainly in the surgery of children in that speciality.
- ii. Associate membership is opened to medical practitioners currently enrolled in a post-graduate training programme in paediatric surgery in Malaysia.
- iii. Honorary membership will be awarded to non-Malaysians with significant contribution to paediatric surgical services in Malaysia and/or at international level.
- iv. Affiliate membership is opened to any person belonging to one of the following or similar classifications : Medical doctors (example : House officers and medical officers otherwise not fulfilling criteria for other membership categories, anaesthesiologists, paediatricians), Non-medical doctors(example: Master degree scientists, PhD scientists, medical educationist), Allied Health Professionals (example: registered nurse practitioners and medical nurses) and medical students.

(2) Every application for membership shall be proposed and seconded by two existing members and shall be forwarded to the Secretary who shall at the first convenient opportunity, submit it to the Committee for approval. The Committee may at its discretion reject any application without assigning any reason thereof.

(3) Every applicant whose application has been approved as aforesaid shall, upon payment of the prescribed entrance fee and first monthly subscription, be admitted as a member of the Society and shall be entitled to all the privileges of membership.

PERATURAN 6 6. ENTRANCE FEES, SUBSCRIPTIONS AND OTHER DUES.

(1) The entrance fee and subscription payable shall be as follows:-

Entrance fee : RM 50.00
Annual Fee for Ordinary Member : RM100.00
Annual Fee for Associate Member : RM 50.00
Honorary Membership fee : Nil

All annual subscription shall be payable to the Treasurer in advance within 60 days of the first of each year.

(2) Any member who allows his arrears to exceed two years subscriptions shall receive a written or e-mail notifications signed by or on behalf of the Secretary and shall be denied the privileges of membership until he settles his account.

(3) Any member who allows his arrears to exceed three years subscription shall automatically cease to be a member of the Society, and the Committee may direct legal action be taken against him, provided that they are satisfied that he has received due notice of his debts.

(4) The Committee shall have the power to fix a re-entrance fee for any person who has allowed his membership to lapse through arrears.

(5) Special subscriptions or levies for particular purposes may be raised from members by resolution of the general meeting of the Society. If any member fails to pay such subscriptions within such period as may be resolved, the amount due shall be treated in the same way as arrears of annual subscription.

PERATURAN 7 7. RESIGNATION & TERMINATION

(1) Any member who wishes to resign from the Society shall give two weeks notice in writing to the Secretary and shall pay up all dues.

(2) Any member who fails to comply with the rules of the Society or has acted in a manner to bring disrepute upon the Society may be expelled or suspended for a period of time as the Committee deems fit. Before the Committee expels or suspends the member, the member shall be informed of the grounds for such expulsion or suspension in writing and be given an opportunity to explain and clear himself in person. Such suspension or expulsion shall be enforced, unless otherwise reversed by as general meeting upon appeal by the said member.

PERATURAN 8 8. GENERAL MEETING

(1) The supreme authority of the Society is vested in a general meeting of the members. At least one-half of the voting membership of the Society or the voting members present represent twice the total number of committee members, whichever is the lesser, must be present at a general meeting for its proceedings to be valid and to constitute a quorum.

(2) If half an hour after the time appointed for the meeting a quorum is not present,

the meeting shall be postponed to a date (not exceeding 30 days) to be decided by the Committee, and if a quorum is not present half an hour after the time appointed for the postponed meeting, the members present shall have the power to proceed with the business of the day but shall not have the power to alter the rules of the Society or make any decision affecting the whole membership.

(3) An annual general meeting of the Society shall be held as soon as possible after the close of each financial year but not later than April on a date and a time and place to be decided by the Committee. The business of the annual general meeting shall be:

a) To receive the minutes of the previous annual general meeting

b) To receive the Committees report on the working of the Society during the previous years

c) To receive the Treasurers report and the audited accounts of the Society for the previous year

d) To elect a new Committee once in every two years and to appoint auditors for the ensuing years

e) To deal with such other matters as may be put before it.

(4) The Secretary shall send to all members at least 14 days before the meeting an agenda including copies of minutes and reports, together with the audited accounts of the Society for the previous years. Copies of these documents will also be made available at the registered place of business of the Society for the perusal of members. The documents will also be made available on the Societys website for perusal of members.

(5) An extraordinary general meeting of the Society shall be convened:-

a) Whenever the Committee deems it desirable, or

b) At the joint request in writing of not less than twice the number of committee members, stating the objects and reasons for such meeting.

(6) An extraordinary general meeting requisitioned by members shall be convened for a date within thirty days of the receipt of such requisition.

(7) Notice and agenda for an extraordinary general meeting shall be forwarded by the Secretary to all members at least fifteen days before the date fixed for the meeting.

(8) Paragraphs 8 (1) and 8 (2) of this rules regarding the quorum and the postponement of an annual general meeting shall apply also to an extraordinary general meeting, but with the provision that if no quorum is present after half an hour from the time appointed for a postponed extraordinary general meeting

requisitioned by the members, the meeting shall be cancelled, and no extraordinary general meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.

(9) The Secretary shall forward to all members a copy of the draft minutes of each annual and extraordinary general meeting as soon as possible after its conclusion.

PERATURAN 9 **9. COMMITTEE**

(1) A committee consisting of the following, who shall be termed the office-bearers of the Society, shall be elected every two years at the annual general meeting. Only ordinary members are allowed to be nominated and hold the position of the President, Vice President and Secretary. Associate members are allowed to be nominated and hold other positions in the committee:-

A President

A Vice-President

A Secretary

An Assistant Secretary

A Treasurer

6 Ordinary Committee Members

(2) All office-bearers of the Society and every officer performing executive functions in the Society shall be Malaysia citizens.

(3) Names for the above offices in paragraph (1) shall be proposed and seconded and election will be by a simple majority vote of the members at the annual general meeting. All the office-bearers shall be eligible for re-election each year.

(4) The function of the Committee is to organize and supervise the day-to-day activities of the Society and to make decisions on matters affecting its running within the general policy laid down by the general meeting. The Committee shall not act contrary to the expressed wishes of the general meeting without prior reference to it and shall always remain subordinate to the general meeting. It shall furnish a report to each annual general meeting on its activities during the previous year.

(5) The Committee shall be meet at least once in every four months, a 30days notice of each meeting shall be given to the members. The President acting alone, or not less than three of its members acting together may call for a meeting of the Committee to be held at any time. At least one half of the Committee members must be present for its proceedings to be valid and to constitute a quorum.

(6) Where any urgent matter requiring the approval of the Committee arises and it is

not possible to convene a meeting, the Secretary may obtain such approval by means of a circular letter. The following conditions must be fulfilled before a decision of the Committee is deemed to have been obtained:-

- a. The issue must be clearly set out in the circular and forwarded to all members of the committee;
- b. At least one-half of the members of the Committee must indicate whether they are in favour or against the proposal; and
- c. The decision must be by a majority vote.

Any decision obtained by circular letter shall be reported by the Secretary to the next Committee meeting and recorded in the minutes thereof.

(7) Any member of the Committee who fails to attend three consecutive meetings of the committee without satisfactory explanation shall be deemed to have resigned from the Committee.

(8) In the event of the death or resignation of a member of the Committee, the Committee shall have the power to co-opt any other member of the society to fill the vacancy until the next election of office bearers.

(9) The Committee shall give instructions to the Secretary and other officers for conduct of the affairs of the Society. It may appoint such officers and such staff as it deems necessary. It may suspend or dismiss any officers or members of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out decisions of the Committee, or for any other reasons which it deems good and sufficient in the interest of the Society.

(10) The Committee may appoint any sub-committee for any purpose arising out of or connected with any duties, functions and aims laid down under the rules. Any members can become members of these sub-committee.

PERATURAN 10 10. DUTIES OF OFFICE-BEARERS

(1) The President shall during his term of office preside at all general meetings, all meetings of the committee and shall be responsible for the proper conduct of all such meetings. He shall have the casting vote and shall sign the minutes of each meeting at the time they are approved.

He shall, in conjunction with the Secretary and the Treasurer sign all cheques on behalf of the Society.

(2) The Vice-president shall deputise the President during the latter's absence.

(3) The Secretary shall conduct the business of the Society in accordance with the rules, and shall carry out the instructions of the general meeting and of the Committee. He shall be responsible for conducting all correspondence and keeping

all books, documents and paper except the accounts and financial records. He shall attend all meetings, and record all proceedings. He shall keep a membership register consisting of details such as name, identity card number, date and place of birth, occupation, name and address of employer and residential address. He shall in conjunction with the President and the Treasurer, sign all cheques on behalf of the Society. He shall file annual returns within 60 days from the date of the annual general meeting to the Registrar of Societies.

(4) The Assistant Secretary shall assist the Secretary in carrying out his duties and shall act for him in his absence.

(5) The Treasurer shall be responsible for the finances of the Society. He shall keep accounts of all its financial transactions and shall be responsible for their correctness. He shall in conjunction with the President and the Secretary sign all cheques on behalf of the Society.

(6) The Ordinary Committee Members shall carry out such duty as directed by the President or the Committee.

PERATURAN 11 11. FINANCIAL PROVISIONS

(1) Subject to the following provisions in this rules, the funds of the Society may be expended for the purpose necessary for the carrying out of its objects, including the expenses of its office-bearers and paid staff, and the audit of its accounts, but they shall on no account be used to pay the fine of any member who may be convicted in a court of law.

(2) The Treasurer may hold a petty cash advance not exceeding RM5000.00 at any one time. All money in excess of this sum shall within seven days of receipt be deposited in a bank approved by the Committee. The bank account shall be in the name of the Society.

(3) All cheques or withdrawal notices on the Societys account shall be signed jointly by the President, the Secretary and the Treasurer. In the absence of the President, the Secretary and the Treasurer for a long period, the Committee shall appoint one of its members to sign in his place.

(4) No expenditure exceeding RM1500.00 (RM One Thousand Five Hundred Only) at any one time shall be incurred without the prior sanction of the committee, and no expenditure exceeding RM20,000.00 (RM Twenty thousand only) in any one month shall be incurred without the prior sanction of a general meeting. Expenditure less than RM1500.00 (RM One Thousand Five Hundred Only) at any one time may be incurred by the President together with the Secretary or the Treasurer.

(5) As soon as possible after the end of each financial year, a statement of receipts and payments and a balance sheet for the year shall be prepared by the Treasurer and audited by the Auditors appointed under the rule 12. The audited accounts shall be submitted for the approval of the next annual general meeting, and copies shall

be made available at the registered place of business of the Society for the perusal of members.

(6) The financial year of the Society shall commence on the 1st January and end on the 31st December every year.

PERATURAN 12 12. AUDIT

(1) One person, who shall not be office-bearers of the Society, shall be appointed, by the annual general meeting as Honorary Auditors. He shall hold office for one year and may be reappointed.

(2) The Auditor shall be required to audit the accounts of the Society for the year, and to prepare a report or certificate for the annual general meeting. He may also be required by the President to audit the accounts of the Society for any period within their tenure of office, at any date, and to make a report to the Committee.

PERATURAN 13 13. TRUSTEE

(1) Three Trustees, who must be over 21 years of age, shall be appointed at the annual general meeting and shall hold office during the pleasure of the society. They shall be vested in them all immovable properties whatsoever belonging to the Society upon execution of a Deed of Trust.

(2) The Trustees shall not sell, withdraw or transfer any of the property of the Society without the consent and authority of a general meeting of members.

(3) A Trustee may be removed from office by a general meeting on the grounds that, owing to ill health, unsoundness of mind, absence from the country or for any other reasons, he is unable to perform his duties or unable to do so satisfactorily. In the event of the death, resignation or removal of a trustee the vacancy shall be filled by a new Trustee appointed by a general meeting.

PERATURAN 14 14. INTERPRETATION

(1) Between annual general meetings the committee shall interpret the rules of the Society and when necessary, determine any point on which the rules are silent.

(2) Except where they are contrary to or inconsistent with the policy previously laid down by the general meeting, the decisions of the Committee shall be binding on all members of the Society unless and until countermanded by a resolution of a general meeting.

PERATURAN 15 15. ADVISOR / PATRON

The Committee shall if it deems fit and necessary appoint qualified persons to be the Advisor or Patron of the Society. The person appointed must give his consent in writing.

PERATURAN 16 16. PROHIBITIONS

(1) None of the following games shall be played in the premises of the Society: Roulette, Lotto, Fan Tan, Poh, Peh Bin, Belankai, PaiKau, Tau Ngau, Tien Ngau, Tien Kow, Chap JiKee, Sam Cheong, Twenty One, Thirty One, Ten and a half, all games of dice, bankers games, all video games and all games of mere chance.

(2) Neither the Society nor its members shall attempt to restrict or in any other manner interfere with the trade or prices or engage in any Trade Union activities as defined in the Trade Union Act, 1959.

(3) The Society shall not hold any lottery, whether confined to its members or not, in the name of the society, its office-bearers or members without prior approval from the authorities concerned.

(4) Benefits as mentioned under section 2 of the Societies Act 1966 shall not be given by the society to any of its member.

PERATURAN 17 17. AMENDMENTS OF RULES

These Rules shall not be amended except by resolution of a general meeting. Such amendments shall take effect from the date of their approval by the Registrar of Societies. Any amendments to the rules shall be forwarded to the Registrar of Societies within 60 days of being passed by the general meeting.

PERATURAN 18 18. DISSOLUTION

(1) The Society may be voluntarily dissolved by a resolution of not less than three-fifths of the membership present in a general meeting.

(2) In the event of the Society being dissolved as provided above, all debts and liabilities legally incurred on its behalf shall be fully discharged, and the remaining funds shall be disposed of in such manner as may be decided upon by a general meeting.

(3) Notice of dissolution shall be forwarded to the Registrar of Societies within 14 days of its dissolution.

LAMPIRAN

1. Bendera
 -
 - Keterangan
 -
2. Lambang
 -
 - Keterangan
 -
3. Lencana
 -
 - Keterangan
 -